United Nations ST/IC/2011/16

Secretariat

26 May 2011

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for the Department of Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the 2011 comprehensive review of the progress achieved in realizing the Declaration of Commitment on HIV/AIDS and the Political Declaration on HIV/AIDS**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the 2011 comprehensive review of the progress achieved in realizing the Declaration of Commitment on HIV/AIDS and the Political Declaration on HIV/AIDS, to be held from 8 to 10 June 2011.

Admission to Headquarters buildings

2. Please note that Headquarters premises will be closed to the public from 8 to 10 June 2011. Regular guided tours will be suspended. The premises will reopen to the public on Saturday, 11 June 2011, when guided tours will resume a regular schedule.

3. Staff members, affiliates and accredited information media representatives will be admitted to the United Nations premises only upon the presentation of a valid United Nations building pass or laissez-passer. Please note that the provisions of the Secretary-General's bulletin ST/SGB/259 dated 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon the presentation of an application obtained from the staff member's Executive Office/Administrative Unit. Staff members who arrive without their building passes will be directed to the UNITAR Building to obtain a day pass at the information desk in the lobby upon the verification of the staff member's identity. Furthermore, staff members are requested to schedule all appointments with visitors and guests to locations away from the Headquarters site. Deliveries and messenger services, which would normally arrive at the Information Desk in the United Nations Visitors Lobby, will be redirected to the lobby of the UNITAR Building. The hours of operation of the information desk will be from 9 a.m. to 6 p.m.

* Expiration date of the present information circular: 11 June 2011.

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4. During the period from 8 to 10 June 2011, individuals holding temporary (non-photo) passes will not be given access to the General Assembly Building, with the exception of the VIP passes issued by the Protocol and Liaison Service.

Access at the 42nd and 46th Street entrances

5. During the High-level Meeting, staff members (including those bearing only the United Nations laissez-passer), affiliates, resident correspondents utilizing the staff cafeteria or the Library Building and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. The 46th Street Visitors Entrance and screening area will be used by interns and representatives of non-governmental organizations with a meeting-specific pass issued by the sponsor of the event or the non-governmental organization liaison office. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer.

6. The opening hours of the pedestrian entrances are as follows:

42nd Street and First Avenue:	7 a.m. to 9 p.m.
46th Street and First Avenue:	7 a.m. to 9 p.m.
47th Street and First Avenue:	7 a.m. to 9 p.m.

7. Please be aware that all large packages brought onto the premises at all entry points will be subject to a security inspection. It is therefore discouraged to bring unnecessary packages onto the premises.

8. Prior arrangements will be required for press and affiliates who may need access to the premises after regular working hours by notifying the Security Control Centre through the standard extension, 3-6666.

9. The entrance at 42nd Street and First Avenue will not be open before 7 a.m.; prior to that time, pedestrian access to the South Annex and the Library Building will be granted through the 43rd Street vehicular entrance. The standard grounds pass requirements will apply.

Access through the Delegates Entrance

10. During the High-level Meeting, the pedestrian gate at 45th Street and First Avenue will be closed for normal access. Therefore, the 46th Street gate (south entrance) will be reserved for the use of high-level VIPs, delegates and senior United Nations officials bearing a gold-coloured building pass. Access to the Delegates Entrance will be gained by entering the visitors gate and turning right at the top of the stairs, near the "twisted gun", in order to proceed to the delegates tent.

Access to the North Lawn Building

11. In connection with the High-level Meeting, the pedestrian gate at the 47th Street and First Avenue entrance will be utilized by delegates, VIPs and senior United Nations officials bearing a gold-coloured building pass. Staff members working in their official capacity within the Executive Office of the Secretary-General, the Office of the President of the General Assembly, the Advisory Committee on Administrative and Budgetary Questions, the Fifth Committee, Meeting and Conference Services and the Protocol and Liaison Service will also be allowed access, following standard procedures.

12. Representatives of the Department of Public Information and of non-governmental organizations in consultative status with the Economic and Social Council are required to be in possession of a meeting-specific pass as well as a United Nations grounds pass in order to enter the North Lawn Building through the 46th Street Visitors Entrance. They will be required to follow the standard security screening protocol within the screening tent; thereafter, they will proceed into the General Assembly Building before exiting through the Canadian Doors. They will then proceed onto the plaza area, follow the walkway down to the rose garden and enter through the rear doors of the east side entrance of the North Lawn Building.

Access for members of the information media

13. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building and the North Lawn Building must use the 42nd Street and First Avenue pedestrian entrance. Upon presentation of a valid United Nations grounds pass, non-resident correspondents will be required to proceed to the security trailer located in front of the Secretariat entrance for screening prior to entering the building. Due to the construction taking place at the Secretariat entrance, entry into the building will be gained through the south side door. During all movements of the media into areas between the General Assembly and the North Lawn Buildings that are deemed restricted, such members of the media will be required to undergo screening. Therefore, movements of media personnel to the North Lawn Building from the Library or South Annex building will require screening at the security station, 1st basement level, near the Office of the Spokesperson prior to the use of the east side promenade walkway. Upon their arrival at the North Lawn Building, access will be gained through the east side door of Conference Room 1. Members of the media who wish to proceed to the General Assembly Building will be required to proceed through the 1st basement-level garage to the entrance leading into the Security Council stake-out area where they will be screened prior to their entry. Thereafter, the members of the media who will be proceeding to the 3rd floor booths of the General Assembly will be guided to the 1st basement service elevators near the stake-out area. The members of the media who will be viewing the High-level Meeting from the fourth balcony will be directed to the 3rd floor Media Liaison Desk of the General Assembly Building in order to receive their tickets. Thereafter, they will proceed down the hallway of the 3rd floor to the east side of the General Assembly Building and take stairway Z to the fourth balcony.

14. Members of the media will be afforded access to the fourth balcony seating areas of the General Assembly Hall upon presentation of their United Nations building passes and tickets (specifying the date and time) issued by the Media Accreditation and Liaison Unit.

15. Kindly note that members of the media who desire to proceed from the General Assembly Hall to the North Lawn Building during meeting activities will be guided by the following procedures. Members of the media will pass from the 3rd and 4th floors of the General Assembly Building by means of the service elevators near the Media Liaison Desk down to the 1st basement area. Thereafter, media will be guided through Studio H, proceed to the door at the end of the hallway and out through the exit doors to the rose garden. They will then continue to the North Lawn

Building, east side door, and enter Conference Room 1. The reverse order shall apply to pass from Conference Room 1 to the General Assembly Hall.

16. Members of the media must be escorted by members of the Media Accreditation and Liaison Unit at all times within the restricted areas and in the North Lawn Building.

Access to restricted areas

17. On Wednesday, 8 June 2011, from 9 a.m. to 10 a.m., members of delegations who are in possession of a VIP pass or a delegates pass in addition to a colour-coded access card will be granted access to the main floor of the General Assembly Hall during the opening plenary session. Please note that delegates who are not in possession of a colour-coded access card will be permitted to proceed to the 3rd-floor gallery and 4th-floor balcony upon the presentation of their delegates pass, until the capacity is filled. For the remaining plenary sessions, delegates wearing their United Nations grounds passes will have access to the General Assembly Hall without a colour-coded access card.

18. Staff members entering the General Assembly Hall will be required to wear their United Nations grounds passes together with the secondary access card for the sixty-fifth session of the General Assembly. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

19. Representatives of non-governmental organizations will be afforded access to the fourth balcony seating areas of the General Assembly Hall upon presentation of their United Nations building passes and tickets (specifying the date and time) issued by the Department of Public Information/Department of Economic and Social Affairs of the Secretariat. Non-governmental organization representatives who are registered for the High-level Meeting and are in possession of a temporary pass (with photo) will be allowed to enter without the meeting-specific pass to the overflow room, located in Conference Room 1. Non-governmental organization representatives who are participating in the panel meeting in Conference Room 2 in the North Lawn Building are required to be in possession of a United Nations grounds pass and a colour-coded access card (secondary card) issued by the Protocol and Liaison Service.

Motorcade drop-off

20. Escorted motorcades and vehicles of Permanent Representatives will be allowed to enter the United Nations premises at the 43rd Street and First Avenue vehicular entrance, drop off their passengers at the Delegates Entrance and then exit through the 45th Street and First Avenue gate. All escorted motorcades will be coordinated by the host country in conjunction with United Nations Security and Safety Service personnel.

Vehicle security checks

21. All vehicles entering the garage are subject to search. Limitations on vehicle contents are to be observed so as to facilitate and expedite the security clearance.